



**Policy:** 3060  
**Procedure:** 3060.07  
**Chapter:** Medication Management  
**Rule:** Authorization For Non-Formulary Medication

**Effective:** 04/12/07  
**Replaces:** N/A  
**Dated:** N/A

### Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Pharmaceutical Services may fill non-formulary medication requests upon approval of the Medical Director and/or Pharmacy and Therapeutics Committee.

### Rules:

1. **PHYSICIANS, PHYSICIAN'S ASSISTANTS, NURSE PRACTITIONERS, AND DENTISTS** shall prescribe medications from the ADJC formulary.
2. In the event a non-formulary medication is desired the **REQUESTING PROVIDER** shall complete Form 3060.01A. The **REQUESTING PROVIDER** shall submit this form to the following people in the listed order. The **FOLLOWING PERSONNEL** shall complete their designated sections and forward to the next person in the list.
  - a. Pharmacist;
  - b. Lead Psychiatrist or designee if medication is a psychotropic.
    - i. If the lead Psychiatrist is the requestor the **CLINICAL SERVICES ADMINISTRATOR** shall designate another psychiatrist to review the request.
  - c. Medical Director or designee.
    - i. In the event the request is approved, the **MEDICAL DIRECTOR OR DESIGNEE** shall notify the requesting provider and pharmacist.
    - ii. In the event the medication is not approved, the **MEDICAL DIRECTOR OR DESIGNEE AND THE REQUESTING PROVIDER** shall discuss alternative therapies.
3. In the event that a non-formulary request is denied, the requesting provider may request a review during the next Pharmacy and Therapeutics (P & T) committee meeting.
  - a. The **REQUESTOR** may present his/her case;
  - b. The **DISAPPROVER** may present his/her reasoning;
  - c. **P & T COMMITTEE MEMBERS** may discuss and ask any appropriate questions;
  - d. At that meeting the **P & T COMMITTEE MEMBERS** shall vote on the request. Their decision shall be final.
4. In the event a juvenile is admitted to an ADJC secure facility and is currently receiving a non-formulary medication, the **PROVIDER** shall initiate an appropriate formulary medication.
  - a. If the non-formulary medication can not be abruptly discontinued, the **PROVIDER** shall prescribe only the amount of non-formulary medication to accomplish a therapeutic taper. This situation is exempt from the non-formulary medication request process.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
04/12/07	Kellie M. Warren Psy.D.		